



5100
13 January 2005

MEMORANDUM

From: Joint Service Safety Conference (JSSC)
Coordinator

Reply to G-WKS-2
Attn of: Nancy J. McWilliams
(202) 267-2957

To: Prospective JSSC Attendees

Subj: JSSC March 2005 Planning Information

1. The U.S. Coast Guard is hosting the Joint Service Safety Conference on 30-31 March 2005 at the National Conference Center (NCC), 18980 Upper Belmont Place, Lansdowne, VA, 20176. The NCC is a secured facility with limited access. In order for you to be admitted to the property you will have to register for the conference so that your name will be on the list at the guard house when you arrive.

2. The NCC is a self-contained conference center on 110 acres, 45 minutes west of D.C. and 12 miles north of Dulles Airport. Taxi to and from Dulles to the NCC is about \$30 each way. The buildings are connected by underground tunnels.

3. Overnight lodging at NCC will be \$201.00 + tax per person per night, which includes, meals (dinner the night you arrive; breakfast and lunch on the day you depart), conference facilities, parking, and fitness center use. (The Washington, DC area total per diem rate is \$204.)

4. For personnel attending only during the day (not staying overnight), there is a \$51 per day conference fee payable each day (equal to per-diem) at the NCC registration desk. This fee includes use of conference facilities, parking, fitness center, and meals (three per day), so lodging at the NCC is strongly advised. Allow sufficient driving time because you will have to go through the NCC Security gate, park in the designated parking lot, and take a shuttle to their registration desk. For directions, visit the NCC website: <http://www.conferencecenter.com>.

5. Dress for the conference is uniform of the day or business casual (no jeans/shorts/t-shirts/sneakers, but jackets and ties are not required).

6. To register to attend, please provide the following information by COB 18 February 2005 to Nancy McWilliams at: nmcwilliams@comdt.uscg.mil:

Name

Rank/Grade

Title/Position

Service Organization

Working Group (if appropriate)

13 January 2005

Telephone (commercial and DSN)

E-mail address

Arrival and departure date

7. We are currently developing the conference schedule, and need to know the following information as soon as possible:

- a. Who will be attending each working group session on Wednesday, 30 March, and the general session on Thursday, 31 March?
- b. Who will be making the working group's presentation on Thursday, 31 March?
- c. Who will be attending only the general session on Thursday, 31 March?
- d. Who will be presenting the additional topics on Thursday, 31 March?

8. Attached is a draft schedule. The final schedule may change depending largely on the number of presenters and the topics.

9. Here is a short synopsis of the tentative schedule included in this letter:

a. The working groups will convene at 0800 on Wednesday, 30 March with a short general session and then break into their individual working groups. Breakfast, lunch and dinner are provided at the Conference Center as part of your conference package. The working groups will end their meetings by 1600 and provide electronic versions of their presentations for Thursday to the Coast Guard facilitator in their group. After dinner there will be an informal, no-host gathering in the conference center's Black Olive Room.

b. The Safety Chiefs will convene at 1630 on Wednesday, 30 March for a meeting and continue with a buffet dinner at NCC.

c. Those making presentations on Thursday 31 March are asked to provide their presentations and bios to Ms. McWilliams via e-mail no later than COB 11 March 2005.

d. As in previous JSSC meetings, on Thursday, 31 March each service will present a short safety status presentation, given by the service Flag officer or senior person in attendance. Please provide a bio of your service's speaker to Ms. McWilliams by 11 March 2005.

e. The conference will conclude about 1630 on Thursday, 31 March to accommodate travel schedules.

10. The coordinator for the conference is Ms. Nancy McWilliams, CSP, ARM, Safety and Occupational Health Manager in the Coast Guard Shore Safety Division. She can be reached at nmcwilliams@comdt.uscg.mil if you have questions. Thanks very much for your timely replies!

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Enclosures: (1) Draft Schedule
(2) Directions to National Conference Center

Dist: JSSC POCs, Working Group Chairs